



Illinois Department of Corrections

Administrative Directive

Number:

01.12.125

Title:

Uniform Investigative Reporting System

Effective:

1/1/2021

Authorized by:

[Original Authorized Copy on File]

Rob Jeffreys
Acting Director

Supersedes:

01.12.125 effective 4/1/2019

Authority:

730 ILCS 5/3-2-2
20 IAC 112

Related ACA Standards:

5-ACI-1A-07, 5-ACI-1F-01, 02, 04, 06 and 07,
5-ACI-3C-09

Referenced Policies:

01.12.115
01.12.120

Referenced Forms:

DOC 0069 – Truth Verification Examination Consent
DOC 0080 – Investigational Interview
DOC 0101 – Constitutional Rights of Person to be
Questioned (Miranda Warning)
DOC 0262 – Report of Investigation

I. POLICY

The Department shall use standard investigative reports and forms for all investigations, and investigative information shall be entered in the Composite List of Incidents and Crimes System.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure governing responsibilities for reporting investigative information.

B. Applicability

This directive is applicable to all correctional facilities within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definitions

Inquiry – a preliminary review of the facts and circumstances that may be conducted prior to an investigation to determine whether an investigation is warranted.

Investigation – a thorough and formal examination of all facts and circumstances, including the gathering of evidence, to be used to determine whether there are sufficient grounds to pursue criminal prosecution or disciplinary proceedings due to a violation of State or Federal law or a violation of Department Rules.

F. General Provisions

1. All facility Internal Affairs Investigators or persons performing investigative functions shall receive training in accordance with Administrative Directive 01.12.115.

	Illinois Department of Corrections Administrative Directive	Page 2 of 2
Number: 01.12.125	Title: Uniform Investigative Reporting System	Effective: 1/1/2021

2. All correctional facilities shall be required to input inquiries and investigative information into the Composite List of Incidents and Crimes (CLIC) System maintained by the Investigations and Intelligence Unit.
3. The facility Internal Affairs Supervisor and CLIC Data Input Operator, who are designated by the Chief Administrative Officer (CAO) and approved by the Chief of Investigations and Intelligence to input information into CLIC, shall receive three hours of class training prior to receiving authorization to access CLIC. The training shall be provided by the Department's Internal Investigations Unit.
4. The Department's Internal Investigations Unit and the Information Services Unit shall maintain a list of all facility Internal Affairs Supervisors and CLIC Data Input Operators who are authorized to use CLIC.

G. Requirements

1. Inquiries shall be reported as required by the CAO.
 2. Investigations shall be reported in accordance with Administrative Directive 01.12.120 on the Report of Investigation, DOC 0262. In addition, the following reports and forms shall be utilized, when applicable:
 - a. Constitutional Rights of Person to be Questioned (Miranda Warning), DOC 0101.
 - b. Investigational Interview, DOC 0080.
 - c. Truth Verification Examination Consent, DOC 0069.
 3. Facilities shall input inquiries and investigations into CLIC.
 - a. Inquiries or initial investigation reports shall be entered into CLIC upon submission of the initial report.
 - b. Information shall be updated in CLIC as often as necessary, but at least within five working days of the date of each progress report and within five working days of the date of the final report upon closure of the case. A case involving criminal charges shall not be closed until final disposition of the criminal proceedings, if any.
 - c. The disposition of criminal charges, up to and including the final disposition, shall be updated within five working days of receipt of more current information.
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